

SCHOOL OF ARTS – USE FOR WEDDINGS AND OTHER ACTIVITIES

Summary:

The purpose of this policy is to provide clear direction for the conduct of weddings and other events and activities in the Sir Henry Parkes Memorial School of Arts complex.

Policy Number	1.195
File Number	N/A
Document version	V6.0
Adoption Date	
Approved By	Council
Endorsed By	Council
Minute Number	
Consultation Period	N/A
Review Due Date	October 2025 – 3 years
Department	Office of Chief Executive
Policy Custodian	Manager Arts, Culture and Library Services
Superseded Documents	School of Arts Use for Weddings and other Activities Policy – Adopted 23/09/22. Resolution Number 196/20.
Related Legislation	N/A
Delegations of Authority	Arts and Culture Officer

1. Overview

The Sir Henry Parkes Memorial School of Arts is a multi-purpose facility providing access to a museum dedicated to the life of Sir Henry Parkes, a theatre for live performance and cinema plus community events i.e., weddings, workshops and corporate events.

From time-to-time Council has found it necessary to consider, what is appropriate use for the Sir Henry Parkes Memorial School of Arts complex.

2. Policy Principles

That the Sir Henry Parkes Memorial School of Arts facility be available to the public as an entertainment and multi-use facility for local residents and visitors to our community.

3. Policy Objectives

That the School of Arts complex be available to the public to use as venue for weddings and other community activities under the terms and condition of the Sir Henry Parkes School of Arts fees and charges schedule.

4. Policy Statement

In respect of the use of the Sir Henry Parkes Memorial School of Arts:-

- Council allows weddings and other community activities in the main theatre of the Sir Henry Parkes Memorial School of Arts, at the discretion of the School of Arts management staff; and
- The banquet hall be used in conjunction with such functions where appropriate.

5. Scope

This policy applies to all the Sir Henry Parkes Memorial School of Arts and its staff.

6. Accountability, Roles & Responsibility

Elected Council

- Adopt the policy

General Manager, Executive and Management Teams

- Ensure the implementation of the policy

Management Oversight Group

- Manager Arts, Culture and Library Services

Individual Managers

- Arts and Culture Officer

7. Definitions

N/A

8. Related Documents, Standards & Guidelines

N/A

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/05/10	Council	Adoption of Original Policy (Res No. 311/10)
V2.0	15/05/13	Council	Review/Amendment (Res No. 155/13)
V3.0	18/05/16	Council	Review/Amendment (Res No. 120/16)
V4.0	23/08/17	Council	Review/Amendment (Res No. 168/17)
V5.0	23/09/20	Council	Review/Amendment (Res No. 196/20)
V6.0	26/10/22	Council	Review/Amendment (Res No.